

**APPLICATION FOR ELIGIBILITY LIST FOR THE
NARRAGANSETT FIRE/RESCUE DEPARTMENT
FIREFIGHTER/EMT-C**

The Town of Narragansett is currently accepting applications for the position of Firefighter/ EMT-C. Applicants will undergo a vigorous screening process, including written examination, oral interview, physical performance testing, psychological and drug screening. All persons who have previously applied are encouraged to re-apply. Preference will be given to those who have obtained:

- Town residency (minimum of 2 years)
- Previous full-time career, callman/volunteer experience as a firefighter and/or EMT (minimum 2 years along with a letter of good standing from an active Fire Chief and/or Director)
- Active military or Veteran (minimum of 2 consecutive years of honorable active duty)
- Rhode Island EMT-Paramedic license (current and valid)
- Minimum 60 credit hours – College/University level courses
- FFI / FFII and HAZWOPER certificates from the RI Fire Academy

Deadline for the return of applications to the Fire Department is ~~December 5, 2014~~ at 3:30pm

[Note: Deadline extended to January 2, 2015 at 3:30pm]

Headquarters located at 40 Caswell Street Narragansett, RI 02882

Website: <http://www.narragansetttri.gov/>

**NARRAGANSETT FIRE/RESCUE DEPARTMENT
NARRAGANSETT, RI**

FIREFIGHTER APPLICATION INSTRUCTIONS

1. **Read the entire application completely**
2. Answer all the questions contained within the application form
3. Do not submit an uncompleted application
4. You must have the original with you and submit a photocopy of the following documents with your completed application:
 - a. Birth Certificate or Naturalization Papers
 - b. Motor Vehicle Operator's License
 - c. High School Diploma or G.E.D.
 - d. Rhode Island EMT-Basic license- The applicant must possess at least a current EMT-Basic license, be currently enrolled in an EMT-Basic course (letter from Instructor-Coordinator required) or proof of course completion to apply.
Note: Must possess or obtain Rhode Island EMT-Cardiac license prior to appointment to the Narragansett Fire Department.
 - e. Rhode Island Association of Fire Chiefs (RIAFC) PPA Test- Current certificate issued by the Rhode Island Association of Fire Chiefs (without exception). The applicant must be listed with the RIAFC as having passed the Physical Performance Assessment test (PPA). **Note:** Valid test results from this past October or upcoming in April will be considered valid.
The candidate must present the original certificate as soon as completed but no later than May 1, 2015.
Note: <http://www.rifirechiefs.com/ppa-info/> for information and registration of upcoming PPA tests.
 - f. Minimum age 18, Maximum age 30 (cannot have reached your 31st birthday prior to appointment).
 - g. All documentation must be returned in person.
 - h. If you fail to provide these items at the time you submit your application, we will not be able to process your application.

Telephone inquiry: 401-789-1000 / On-site inquiry: Narragansett Fire Department Headquarters
40 Caswell Street Narragansett, RI 02882 between 8:30 am to 3:30 pm Monday-Friday

To: All Applicants

The Narragansett Fire Department (NFD) is seeking qualified individuals to participate in a competitive examination for the establishment of an eligibility (hiring) list for Firefighter/EMT-Cardiac. The applicant must possess at least a current EMT-Basic license or be currently enrolled in an EMT-Basic course (letter from Instructor-Coordinator required) to apply and must possess or obtain their Rhode Island EMT-Cardiac license prior to appointment.

The following requirements must be met prior to the application filing period:

- Age Requirement: Minimum eighteen (18) years of age and have not reached (31) years of age prior to appointment.
- Education Requirement: At the time of filing you must possess a four (4) year high school diploma or an equivalent General Education Diploma (GED).
- English Language Requirement: Applicants must be able to understand and be understood in English.
- United States Citizenship: Applicant must be a United States citizen and provide proof of citizenship.
- Rhode Island Association of Fire Chiefs (RIAFC) PPA test certificate: Applicant must be listed with the RIAFC as having passed the Physical Performance Assessment test (PPA).
- Application Fee: To file your application a non-refundable fifty dollar (\$50.00) fee, payable to the Town of Narragansett, must be paid by the applicant with money order- bank check form or cash (receipt provided). NO PERSONAL CHECKS WILL BE ACCEPTED.

Application Forms and Filing Requirements:

Applicants are required to file personally and must present a valid, current driver's license with photo. You must include a copy of your high school diploma or GED with your application. At the time of filing, you must include copies of any required licenses with your application.

Applicants must personally present the following original, officially stamped documents:

1. Proof of birth by transcript records, or other satisfactory, verifiable evidence.
2. Proof of military service (Form No. DD214) and similar documents are required.
3. High school diploma or GED equivalent.
4. Current, valid motor vehicle license with photo.
5. Emergency Medical Technician Basic/Cardiac/Paramedic Licensure: Applicant must provide either current licensure or proof of enrollment letter from RI EMS Instructor-Coordinator with course approval number.

Additional Filing Requirements: *[Legible copies must be provided and will be retained]*

1. Physician's Authorization Form, properly signed by your physician.
2. Prospective Applicant Liability Release Form ***properly notarized.***
3. Applicant will be asked to submit a FULL Bureau of Criminal Investigation (BCI) report. Must furnish a certified copy of criminal background check (***obtained within 90 days prior to appointment***) from the Department of Attorney General of the State in which you reside. Rhode Island residents may obtain this information from the Rhode Island Attorney General's Office, 150 South Main Street, Providence, RI 02903.
<http://www.riag.ri.gov/bci/records.php> Tel. (401) 421-5268
Out-of-state applicants should obtain their full BCI report from their state of residence. If an offense occurred in another state, a full BCI will also be required from the state in which the offense occurred.
4. Must furnish a certified copy of your Drivers Record (***obtained within 90 days prior to appointment***) from Operator Control Office – Registry of Motor Vehicles of the State in which you reside. <https://www.ri.gov/DMV/mvr/citizen/>

Completed applications will be accepted between the hours of 8:30A.M. – 3:30P.M., Monday through Friday, beginning on **November 3, 2014**. The deadline for submission is **January 2, 2015**. Incomplete applications will not be accepted. No applications will be accepted after the deadline.

Failure to present required documents, including proof of satisfaction of educational or license requirements will result in disqualification for eligibility or appointment. Any willful misstatement or omission will cause disqualification or direction to terminate services. All correspondence from the Narragansett Fire Department to the applicant will be mailed to the mailing address listed on the Application Form. ***It is the applicant's responsibility to notify the Narragansett Fire Department or Department of Human Resources of any change of address throughout the application, testing and hiring processes.***

Test Descriptions:

- RIAFC Physical Performance Assessment Test (PPA) score- Pass/Fail; The PPA will consist of a series of events designed to test the applicant's capacity to perform the physical aspects of a firefighter's job. <http://www.rifirechiefs.com/ppa-info/>
- Written Exam- Minimum passing score is 70% (Weight is 60% of total score) -The written test is a multiple choice type and is designed to test the applicant's ability to learn and perform the work of a firefighter. It may include questions involving the understanding of written language and information; using language to communicate information or ideas to other people - public relations/community living/teamwork; recognizing or identifying the existence of problems; mathematical and mechanical abilities - determining position or spatial orientation within a larger area; visualizing how objects or structures might appear from different perspectives or after change; and finding a rule or concept which fits or describes a situation.
- An Interviewing Oral Board- Weight is 30% of total score.
- Swim Test - Swim three hundred feet (300') non- stop - Pass/Fail.
- Ladder Test- Climb a Ladder of up to one-hundred feet (100') - ascend and descend non- stop- Pass/Fail.

- Additional Preference Criteria earned accordingly: [10 points maximum] – Weight 10%
 - Resident of town (minimum of 2 years) – **2pts**
 - Previous full-time career, callman/volunteer experience as a firefighter and/or EMT (minimum 2 years along with a letter of good standing from an active Fire Chief and/or Director) – **2pts**
 - Active military or Veteran (minimum of 2 consecutive years of honorable active duty) – **2pts**
 - Rhode Island EMT-Paramedic license – **2pts**
 - Minimum 60 credit hours – College/University level courses – **2pts**

All applicants must pass each test to be placed on the Firefighter/EMT -C Eligibility List. Only the top fifteen (15) applicants may be eligible.

All applicants for the Narragansett Fire Department tests will be notified by mail (U. S. Postal Service) of test dates, locations, times and scores.

Submitted complete applications will be date and time stamped in the order in which they are received. This information will be used to break ties in test scores.

List Termination -The Eligibility List prepared shall remain in effect for a minimum of one (1) year and a maximum of two (2) years from the date it is established unless extended by the Town Manager.

ALL APPLICANTS MUST PRESENT THEIR VALID, ORIGINAL, CURRENT DRIVER'S LICENSE WITH PHOTO AT EACH EVENT THROUGHT THE HIRING PROCESS. FAILURE TO DO SO WILL RESULT IN DISQUALIFICATION FROM THE HIRING PROCESS.

APPOINTMENT QUALIFICATIONS

The following requirements must be met prior to appointment to the Narragansett Fire Department Recruit Training School:

- **Licensing:** Applicant must possess a valid, current Rhode Island Department of Health Emergency Medical Technician Cardiac (EMT-C) Level license or higher, at the time of appointment. Applicant must possess a valid, current driver's license with photo.
- **Medical Tests:** Applicant must undergo medical/psychological testing. Applicant will be rejected for any medical, physical or psychological condition which impairs their ability to perform the duties of the position in a reasonable manner, or which may reasonably be expected to render them unfit to continue to perform those duties in a reasonable manner.
- **Drug Testing:** All applicants for Firefighter/EMT-C will be drug tested prior to appointment as part of a pre-employment medical examination.
- **Swim Test** - Swim three hundred feet (300') non- stop - Pass/Fail.
- **Ladder Test**- Climb a Ladder of up to one-hundred feet (100') - ascend and descend non-stop- Pass/Fail.
- **Character and Background:** Proof of good character and satisfactory background will be an absolute prerequisite to appointment. Applicant **must** submit a recent (**within 90-days of appointment**) FULL Bureau of Criminal Investigation (BCI) report. Rhode Island residents may obtain this information from the Rhode Island Attorney General's Office, 150 South Main Street, Providence, RI 02903. Tel. (401) 421-5268. Out-of-state applicants should obtain their full BCI report from their state of residence. If an offense occurred in another state, a full BCI will also be required from the state in which the offense occurred. <http://www.riag.ri.gov/bci/records.php>
- **Driving Record:** A certified copy of your Drivers' Record (**obtained within 90 days prior to appointment**) from Operator Control Office – Registry of Motor Vehicles of the State in which you reside. <https://www.ri.gov/DMV/mvr/citizen/>
- Personal interview by Chief of the Fire Department, Executive Officer, and Director of Public Safety – Pass/Fail.

PHYSICIAN'S AUTHORIZATION FORM

I have examined

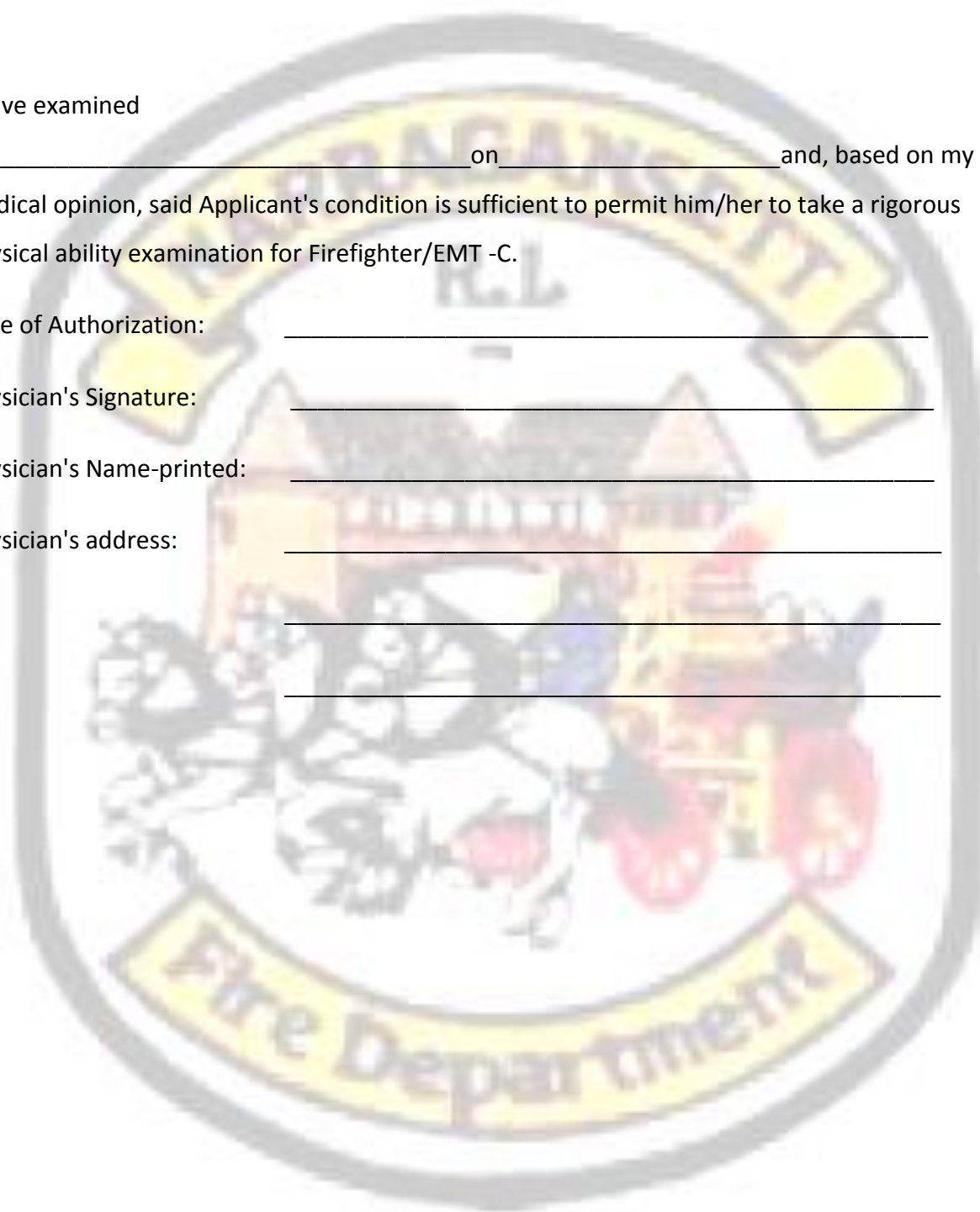
_____ on _____ and, based on my medical opinion, said Applicant's condition is sufficient to permit him/her to take a rigorous physical ability examination for Firefighter/EMT -C.

Date of Authorization: _____

Physician's Signature: _____

Physician's Name-printed: _____

Physician's address: _____



Release from Liability

I, the undersigned, do hereby release the Town of Narragansett Fire Department, or any member thereof, or any employee thereof, of any and all responsibility resulting from any and all injury or injuries, or other hurt, either physical or mental, that I might incur as the result of participating in activities of the Town of Narragansett Fire Department.

Participant's Signature

Date

Subscribed and sworn to before me in _____, Rhode Island on the
____ day of _____, 20 ____.

Notary Public

My Commission Expires _____

(Seal of Notary Public)